



Executive Committee Meeting

Thursday, February 22, 2024, 2:00 p.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Andrew Albu, John Gill, Jeff Hayward, Sheri Olson, David Sprinkle, Eric Ushkowitz and Matt Walton

MEMBERS ABSENT: None

STAFF PRESENT: Pam Nabors, Tadar Muhammad, Leo Alvarez, Dyana Burke, Emily Kruszewski, Steven Nguyen, Sean Masherella, and Kaz Kasal

GUEST PRESENT: Heather Ramos / GrayRobinson

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, CSCF Chair, called the meeting to order at 2:01 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	Public Comment None offered.	
4	<u>Approval of Minutes – 12/7/23 Executive Committee Meeting</u> <ul style="list-style-type: none"> • Reviewed minutes (attachment). 	Ms. Olson made a motion to approve the draft minutes from the 12/7/23 Executive Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	Information/Discussion / Action Items <u>Chair’s Report</u> Mr. Sweat will be attending NAWB in March 2024 along with a few other board members. <u>President’s Report</u> Ms. Nabors, President/CEO reviewed the following: <ul style="list-style-type: none"> • Ms. Dyana Burke, Senior VP of Human Resources, will become Chief of Staff. Ms. Grace Daleccio will head up Human Resources Department as Senior Director of Human Resources. • Central Florida wins inaugural National Science Foundation (NSF) Regional Innovation Engines Award of \$15M for next two years to support semiconductor advanced packaging industry. CSCF will be a part of this collaboration. • CSCF partnered with Central Florida Hotel & Lodging Association (CFHLA) to host the first “State of the Hospitality & Tourism Summit” with over 250 in attendance to learn latest data trends and discuss solutions for workforce challenges. 	

- Central Florida Education-Industry Collaborative occurring on 3/19/24 to help broaden and deepen connections, as well as attain intel on emerging industries so education programming can better align with industry needs.
- CSCF working with Orange County on additional ARPA funds.
- Committee concurred Community Engagement Committee to be tasked to enhance communication strategies with government entities.
- Committee concurred for board members to support CSCF with government relations.
- Reviewed briefing on “A Stronger Workforce for America Act” and possible impacts for CSCF. More discussion at February Board Meeting and April Retreat.

Committee Reports

Audit

- Mr. Walton, Audit Committee Chair, stated Audit Committee met with Finance Committee on 1/10/24 and reviewed:
 - Results of the 2 CFR 200 Audit Report: clean, unmodified opinion on financial statements; no findings on compliance and no significant deficiencies or material weaknesses.
 - o Committee approved to move to Board for acceptance and approval.
 - Florida Commerce Monitoring Results (FY 2022-2023): Programs: 0 findings on disallowed costs, 5 programmatic findings - all minor errors, and Financials: 0 findings, 0 noncompliance and 1 observation which has been addressed.

Finance

- Mr. Ushkowitz, Finance Committee Chair, stated Finance Committee met with Audit Committee on 1/10/24 and reviewed:
 - Mid-year financials (7/1/23 thru 12/31/23)
 - Retirement 403b Audit Report for year ending 6/2023 – no issues or findings
 - New Benefits Broker effective 4/1/24

Career Services

- Mr. Albu, Career Services Committee Chair, stated Career Services Committee met on 2/15/24 and reviewed following:
 - Scorecard through 2nd quarter (7/1/23 thru 12/31/23)
 - Federal performance update 4th quarter of PY 2022-2023 and 1st quarter of PY 2023-2024, actual vs. goal.
 - FloridaCommerce monitoring results for PY 2022-2023, as noted in above Audit report out.
 - Training investments update for PY 23-24, and discussed strategies for best investment impact.
 - 2024 Summer Youth Employment Program, which will increase in enrollments from last year.
 - Grant updates.
 - Committee also approved for Board's final approval the renewal of program provider vendors for Explore track and Engage track of previous program year.

Community Engagement

- Mr. Sprinkle, Community Engagement Committee Chair, stated Committee will be scheduling a meeting soon.

Facilities Ad Hoc

- Mr. Walton, Facilities Ad Hoc Committee Chair, stated Committee is scheduled to meet on 4/4/24 at West Orange Career Center.

Governance

- Ms. Olson, Governance Committee Chair, stated the Committee met on 2/14/24 and reviewed:
 - Board Demographics: CSCF Board vs. regional comparison by gender, ethnicity, race, age and veteran. All categories trending in right direction towards aligning to region.
 - Board Seats: those whose seats expire on 6/30/24 have all agreed to renew and any vacancies being reviewed for candidates.
 - Board Engagement: mid-year (7/1/23 thru 12/31/23).
 - o Participate: on track towards annual goal
 - o Demonstrate: at 90% (*exceeding annual goal of 80%*)
 - o Contribute: at 50% (*annual goal 70%*)
 - Enterprise Risk Update (7/1/23 thru 12/31/23): reviewed methodology, pareto chart and updates on CSCF's current top five risks, and steps taken to mitigate risks.

	<p><u>Revenue Diversity and New Markets</u></p> <ul style="list-style-type: none"> Mr. Gill, Revenue Diversity & New Markets Committee Chair, stated the Committee will meet on 3/28/24. <p><u>2/29/24 Board Meeting Agenda</u> Reviewed agenda for upcoming Board Meeting</p>	
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 3:07 pm.</p>	

Respectfully submitted,
Kaz Kasal, Executive Board Coordinator